THE INSTITUTE FOR HUMAN SERVICES, INC.

Volunteer: Community Outreach Specialist

Reporting Relationship: Reports to the Director of Community Relations

General Summary of Volunteer Duties:
As a *Community Outreach Specialist*, you'll represent our organization at local events, fairs, and community gatherings. Your role is to engage with the public, share information about our programs and services, and help strengthen our connection with the community. This is a great opportunity for individuals who enjoy interacting with others and want to make a visible impact through outreach and education.

Key Duties and Responsibilities:

- Staff tables or booths at community events, health fairs, and outreach activities
- Greet attendees, answer questions, and distribute informational materials or resources
- Share details about our programs, volunteer opportunities, and community services
- Help set up and take down event materials (table, signage, brochures, etc.)
- Track event participation or feedback as needed
- Represent the organization professionally and positively at all times
- Assist staff with outreach planning and follow-up as appropriate

Skills & Qualifications:

- Friendly, outgoing, and comfortable speaking with diverse groups of people
- Good communication and interpersonal skills
- Reliable and punctual; able to commit to scheduled events
- Ability to stand for periods of time and lift light materials (tables, boxes, signage)
- Knowledge of or interest in our organization's mission and community programs

Time Commitment:
Flexible; based on event schedule — typically weekends or evenings for 2–4 hours per event.

Impact:
Your participation helps increase community awareness, strengthen partnerships, and ensure that individuals and families learn about valuable local resources and services.

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